

Municipality of Morin-Heights

PROVINCE OF QUEBEC
ARGENTEUIL COUNTY
MRC DES PAYS-D'EN-HAUT

MINUTES

In case of discrepancy, the French version prevails over the English translation.

Minutes of the regular session of the Municipal council of Morin-Heights held at Chalet Bellevue at 27, rue Bellevue on Wednesday, January 17th, 2024 at which were present:

- Councillor Louise Cossette
- Councillor Claude P. Lemire
- Councillor Carole Patenaude
- Councillor Peter MacLaurin
- Councillor Leigh MacLeod
- Councillor Gilles Saulnier

forming quorum under the chairmanship of Mayor Tim Watchorn.

The Director general, Mr. Hugo Lépine is present.

At 19:30, the Mayor states quorum, and Council deliberates on the following dossiers;

1.01.24 ADOPTION OF THE AGENDA

It is proposed by Councillor Leigh MacLeod
And unanimously resolved by all councillors:

TO ADOPT the agenda as presented by Director general.

AGENDA

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| 1 | OPENING OF THE MEETING AND WORD OF WELCOME |
| 2 | ADOPTION OF THE AGENDA |
| 3 | APPROVAL OF THE MINUTES |
| 3 | 1 Minutes of the regular meeting of December 13 th , 2023 |
| 3 | 2 Minutes of the special meeting of December 13 th , 2023 |
| 3 | 3 Minutes of the Planning advisory committee of December 19 th , 2023 |
| 3 | 4 Minutes of correction – Resolution 192.05.23 – Snow removal of municipal roads and MTQ for 2020 to 2025 |
| 4 | DIRECTOR GENERAL’S MONTHLY REPORT |
| 4 | 1 Report regarding the follow-up of dossiers |
| 4 | 2 Report regarding the use of delegated power |
| 4 | 3 Report regarding budgetary transfers |
| 5 | FINANCES AND ADMINISTRATION |
| 5 | 1 Expense statements |
| 5 | 2 Statement of financial activities |
| 5 | 3 Human resources |

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5	4	By-laws and various resolutions
5	4	1 Presentation – List of contracts \$ 2,000 and over exceeding \$ 25,000
5	4	2 Release to Habitat Morin-Heights of the special and resolatory clauses of the deed of sale of lot 3 736 911 dated July 21 st , 2021
6		PUBLIC AND FIRE SAFETY
6	1	Director’s monthly report
6	2	Sûreté du Québec police department’s activity report
6	3	Human resources
6	3	1 Nomination – eligible lieutenant
6	4	By-laws and various resolutions
6	4	1 Intermunicipal agreement with the Municipality of St-Adolphe-d’Howard for the administrative management services in fire safety
7		PUBLIC WORKS AND INFRASTRUCTURES
7	1	Director’s monthly report
7	2	Public works, buildings and facilities
7	2	1 Modification to contract – work to capture street sediments on Balmoral
7	3	Environmental hygiene
7	4	Report regarding the treatment of petitions and requests
7	5	Human resources
7	6	By-laws and various resolutions
7	6	1 Contract – purchase of a wheeled loader
8		URBANISM AND ENVIRONMENT
8	1	Director’s monthly report
8	2	Report regarding permits and certificates
8	3	Animal protection and control society’s activity report
8	4	Minor exemption and SPAIP
8	4	1 SPAIP – Lot 3 737 936, chemin du Lac-Théodore
8	5	Human resources
8	6	By-laws and various resolutions
8	6	1 Nomination – Environment advisory committee
8	6	2 Tabling – 2023 activity report from the CRÉ liaison agent regarding technical support for lakes
8	6	3 Tabling – 2023 annual report from Ruisseau Jackson – aire naturelle protégée Inc.
9		RECREATION, CULTURE AND COMMUNITY LIFE
9	1	Director’s monthly report
9	2	Recreation
9	3	Culture
9	3	1 Adoption – Policy regarding library services
9	4	Outdoor network
9	5	Events
9	6	Human resources
9	6	1 Hiring of a trail maintenance attendant
9	7	By-laws and various resolutions
9	7	1 Renewal of the intermunicipal agreement with the Municipality of Piedmont regarding the « Campuces » summer day camp
10		MONTHLY CORRESPONDENCE
11		COUNCILLORS’ DECLARATION
12		MAYOR’S REPORT
13		QUESTION PERIOD
13	1	Oral questions and answers
13	2	Written questions and answers
		END OF THE MEETING

2.01.24 MINUTES OF THE REGULAR MEETING OF DECEMBER 13TH, 2023

The minutes of the regular meeting of December 13th, 2023 were notified to Council members, by means of the electronic assembly file folder.

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It is proposed by Councillor Peter MacLaurin
And unanimously resolved by all councillors:

TO ADOPT the minutes of the regular meeting of December 13th, 2023;

3.01.24 MINUTES OF THE SPECIAL MEETING OF DECEMBER 13TH, 2023

The minutes of the special meeting regarding the budget of December 13th, 2023 were notified to Council members via the electronic file.

It is proposed by Councillor Gilles Saulnier
IT IS UNANIMOUSLY RESOLVED:

TO ADOPT the minutes of the special meeting regarding the budget of December 13th, 2023;

4.01.24 MINUTES OF THE PLANNING ADVISORY COMMITTEE MEETING OF DECEMBER 19TH, 2023

The Director general presents the minutes of the latest Environment advisory committee meeting of December 19th, 2023 via the electronic file;

It is proposed by Councillor Carole Patenaude
And unanimously resolved by all councillors:

TO ADOPT the minutes of the latest environment advisory committee meeting of December 19th, 2023 and make the pertinent recommendations.

5.01.24 MINUTES OF CORRECTION – RESOLUTION 192.05.23 – SNOW REMOVAL OF MUNICIPAL ROADS FOR 2020 TO 2025

Minutes of correction of resolution 192.05.23;

In accordance to Article 202.1 C.M., the Director general presents the municipal council with the following minutes of correction for resolution 192.05.23 as it appears in the documents submitted to the municipal council.

6.01.24 DIRECTOR GENERAL'S MONTHLY REPORT

The Director general presents his monthly follow-up report as well as the report regarding the use of delegated power as per By-law (577-2019) regarding financial administration.

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7.01.24 REPORT REGARDING THE FOLLOW-UP OF DOSSIERS

The Director general presents his monthly activities report.

8.01.24 REPORT REGARDING THE USE OF DELEGATED POWER

The Director general presents his monthly report regarding the use of his delegated power in accordance to Article 11 of By-law (577-2019) regarding financial administration.

9.01.24 REPORT REGARDING BUDGETARY TRANSFERS

In accordance with By-law (577-2019) regarding financial administration, the Director General tables a report on the budget transfers authorized during the last month.

10.01.24 EXPENSE STATEMENT

The list of accounts payable and accounts paid during the month of December 2023 was given to Council members by means of the electronic assembly as well as the list of authorized expenses for the month as per By-law (577-2019) regarding financial administration.

Councillor Claude P. Lemire studied the dossier.

It is proposed by Councillor Claude P. Lemire
And unanimously resolved by all councillors:

TO APPROVE the accounts as detailed on the lists presented.

Expense statements from December 1 st to 31 st , 2023	
Purchases of the month	\$ 697,561.00
Total supplier purchases	\$ 697,561.00
Direct bank payments	\$ 1,962.00
Sub-total – purchases and direct payments	\$ 699,523.00
Net salaries	\$ 259,389.00
GRAND TOTAL (December 2023)	\$ 958,912.00

Mayor Timothy Watchorn has denounced his employment with the company 9129-6558 Québec Inc. – known as David Riddell Excavation / Transport, has refrained from voting, left the premises during deliberations and has not taken part in the discussions regarding the dossier pertaining to the company.

TO AUTHORIZE the Mayor and the Director general are authorized to make the appropriate payments;

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11.01.24 STATEMENT OF FINANCIAL ACTIVITIES

The Director general presents Council who acknowledges receipt of the statement of financial activities to December 31st, 2023 and comments on them.

12.01.24 PRESENTATION – LIST OF CONTRACTS \$ 2,000 AND OVER EXCEEDING \$ 25,000

The Director general presents Council, who acknowledge receipt as per section 961.4 of the Municipal Code, of the list of contracts of \$ 2,000 and over having the same supplier for which the total exceeded \$ 25,000 throughout the last year.

13.01.24 RELEASE TO HABITAT MORIN-HEIGHTS OF THE SPECIAL AND RESOLUTORY CLAUSES OF THE DEED OF SALE OF LOT 3 736 911 DATED JULY 21ST, 2021

Councillor Louise Cossette declares her interest as President of Habitat Morin-Heights and abstains from taking part in the deliberations of this item of the agenda.

The Director general also declares his interest as Secretary-Treasurer of Habitat Morin-Heights and abstains from taking part in the deliberations of this item of the agenda.

WHEREAS the Municipality transferred lot 3 736 911 of the land reserve to Habitat Morin-Heights on July 21st , 2021, by deed published under number 26 531 635;

WHEREAS this deed included a special clause as well as a resolatory clause providing for the possibility of retrocession according to the terms of the said deed and in the event of the property remaining vacant;

WHEREAS construction of the housing units began on November 8th, 2023;

WHEREAS the mortgage creditor of Habitat Morin-Heights requests a release of the aforementioned clauses in order to complete the conclusion of the financing contracts for the construction of said housing units;

It is proposed by Councillor Peter MacLaurin
IT IS RESOLVED :

THAT the preamble be and is an integral part hereof;

TO AUTHORIZE the release in favour of Habitat Morin-Heights of the obligations inherent in the special and resolatory clauses contained in the deed of transfer of lot 3 736 911 dated July 21, 2021, published in the land register under number 26 531 635;

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TO AUTHORIZE the Mayor and the Director of Finance and Administration, and they are hereby authorized, to sign, for and in the name of the Municipality, the draft deed of release of which the members of Council have had the opportunity to become acquainted, as well as all documents ratifying the present resolution;

14.01.24 MONTHLY REPORT FROM THE DIRECTOR

The Director general presents council, who acknowledge receipt of the monthly report for the month of December from the Director, Fire department and the list of authorized expenses for the month as per By-law (577-2019) regarding financial administration.

15.01.24 SÛRETÉ DU QUÉBEC POLICE DEPARTMENT'S MONTHLY REPORT

General management has received a few informative press releases.

16.01.24 NOMINATIONS – ELIGIBLE LIEUTENANT

WHEREAS THAT Mr. Alexis Giguère underwent tests and has passed all of the government regulation exams in order to be able to become eligible lieutenant for the department of public and fire safety;

It is proposed by Councillor Leigh MacLeod
IT IS RESOLVED :

THAT the preamble form an integral part hereof;

TO NAME Mr. Alexis Giguère to the position of eligible lieutenant for the Municipality's Fire and public safety department;

17.01.24 INTERMUNICIPAL AGREEMENT WITH THE MUNICIPALITY OF ST-ADOLPHE-D'HOWARD FOR THE ADMINISTRATIVE MANAGEMENT SERVICES IN FIRE SAFETY

WHEREAS Articles 569 and following of the Municipal Code of Québec prescribe various provisions concerning the conclusion of intermunicipal agreements;

WHEREAS the objectives related to the implementation of the Fire Safety Cover Plan of the MRC des Pays-d'en-Haut;

WHEREAS the Municipality of Morin-Heights and the Municipality of St-Adolphe-d'Howard have held discussions in order to reach an agreement on the administrative management of the Municipality of St-Adolphe-d'Howard Fire department;

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TAKING INTO ACCOUNT the draft agreement submitted by the general managers of the two municipalities, which has been made available to Council members;

It is proposed by Councillor Leigh MacLeod
IT IS RESOLVED:

THAT the preamble be an integral part hereof;

TO AUTHORIZE the conclusion of an intermunicipal agreement with the Municipality of St-Adolphe-d'Howard for the administrative management of its fire safety service in accordance with the parameters of the draft agreement submitted to Council members;

TO AUTHORIZE the Mayor and Director General, and they are hereby authorized, to sign, for and in the name of the Municipality, the above-mentioned intermunicipal agreement with the Municipality of St-Adolphe-d'Howard;

18.01.24 MONTHLY REPORT FROM THE DIRECTOR

The Director general presents Council, who acknowledge receipt of the monthly report for the month of December from the Director, Public works and infrastructures, the list of requests as well as the list of expenses authorized as per By-law (577-2019) regarding financial administration.

19.01.24 MODIFICATION TO CONTRACT – WORK TO CAPTURE STREET SEDIMENTS ON BALMORAL STREET

The Mayor discloses his interests in the present dossier and leaves the meeting.

The acting mayor Gilles Saulnier presides over the meeting for this article of the agenda.

WHEREAS THAT resolution 369.07.23 provided for the granting of a contract for the work to capture street sediments on Balmoral street for \$ 29 310, before taxes and that this allocation was made as per the provisions of By-law (571-2019) regarding contractual management;

CONSIDERING Article 26 of this by-law, which stipulates the procedure for the processing of requests for modifications to mutual agreement contracts;

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CONSIDERING THAT, in the context of this contract amendment request, the conditions stipulated in the above-mentioned Article 26 will be met if the Council approves it, namely:

- a) It does not change the nature of the contract and is incidental in nature;
- b) The request involves an additional expense, but was unforeseeable at the time the contract was awarded;
- c) It is not attributable to the bidder's fault;
- d) The request must be authorized by the Council and is the subject of a written recommendation by the head of the department concerned, approved by the Director general.

CONSIDERING the request for the modification of contract submitted by the Public works, infrastructures department, approved by its Director, which is justified by the addition of a 600mm conduit parallel to the ditch over a length of 5 ml as well as the costs of labour which will be approved by council which were not provided for in the call for tenders described in resolution 396.07.23 for which the council members have been made aware;

CONSIDERING the Director general recommends its approval by Council and confirms that the necessary budgetary credits are available for this modification;

It is proposed by Councillor Louise Cossette
IT IS RESOLVED :

THAT the preamble form an integral part hereof;

TO APPROVE the request for modification number 1 of the contract for the repair work to capture sediments on Balmoral street allocated by resolution 369.07.23 and the addition of the amount of \$ 4,158.75 to said contract;

The Mayor returns and presides over the meeting.

20.01.24 REPORT REGARDING THE TREATMENT OF PETITIONS AND REQUESTS

The Director general presents Council who acknowledge receipt of the summary report regarding petitions and requests to December 31st, 2023.

21.01.24 CONTRACT – PURCHASE OF A WHEELED LOADER

CONSIDERING the Municipality's requirements and needs with regards to the purchase of vehicles;

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CONSIDERING the Municipality's 2024-2025-2026 triennial capital assets program;

CONSIDERING the estimate of costs of a contract for the purchase of a wheeled loader based on a study of the automobile market status for this type of vehicle;

WHEREAS the Administration proceeded with a call for tenders by invitation via SEAO for the purchase of a wheeled loader and has invited the following companies to bid;

Wacker Neuson Vaudreuil
J. René Lafond Inc.
Équipements Robert
Équipement Trailgo

WHEREAS By-law (571-2019) regarding contractual management;

CONSIDERING the Municipality has received two quotes within the delays stipulated in the specifications, specifically:

- J. René Lafond Inc. at the price of \$127,507.28 including taxes;
- Équipements Robert at the price of \$ 128,542.05 including taxes;

CONSIDERING Article 936 of the Quebec municipal code;

CONSIDERING THE offers presented complies with the specifications;

CONSIDERING THAT the verifications required by Law were done and that the tenderers have the certification required by the Quebec Revenue agency and are not listed in the non-authorized business registry;

It is proposed by Councillor Carole Patenaude
IT IS RESOLVED:

THAT the preamble form an integral part hereof;

TO GRANT the contract for the purchase of a wheeled loader to J. René Lafond Inc. for the amount of \$ 127,507.28 including taxes, as per the terms of the specifications ;

TO AUTHORIZE the Director general and he is hereby authorized, to sign for an in the Municipality's name, any document to follow-up on this resolution;

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22.01.24 ACTING DIRECTOR'S MONTHLY REPORT

The Director general presents Council, who acknowledge receipt of the monthly report for December 2023 from the Acting Director of the Urbanism and Environment department as well as the list of authorized expenses as per By-law (577-2019) regarding financial administration.

23.01.24 REPORT REGARDING PERMITS AND CERTIFICATES

The Director general presents Council who acknowledge receipt, of the list of permits and certificates to December 31st, 2023.

24.01.24 ANIMAL PROTECTION AND CONTROL SOCIETY'S ACTIVITY REPORT

The Director general has received the 2023 annual report from the SPCA Laurentides-Labelle, submits it to Council and comments on it.

25.01.24 SPAIP – LOT 3 737 936, CHEMIN DU LAC-THÉODORE

CONSIDERING THAT a request for approval by the site planning and architectural integration program was submitted by the owner of the property located on lot 3 737 936, chemin du Lac-Théodore in Zone RV-37 and that the lot is located in whole or in part within an elevation of 350 meters or more;

CONSIDERING THAT the owner has submitted a proposal for the construction of a main building (single-family home) within the framework of By-law (647-2022) concerning site planning and architectural integration programs;

CONSIDERING THAT the Urban Planning Advisory Committee has examined this proposal and recommends that Council approve it;

It is proposed by Councillor Claude P. Lemire
And unanimously resolved by the councillors

TO ACCEPT the request for the issuance of a building permit for the property located on lot 3 737 936, chemin du Lac-Théodore (4591-20-0519) in accordance with the plans and specifications submitted;

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26.01.24 NOMINATION – ENVIRONMENT ADVISORY COMMITTEE

WHEREAS Section 6 of By-law 567-2019 respecting the Environment Advisory Committee provides for the appointment of seven (7) members;

WHEREAS Articles 7 and 8 provide for the appointment of members by Council resolution for a two-year term;

WHEREAS the resignation of one of the members of the Committee;

WHEREAS a call for candidates was issued to fill the aforementioned position;

WHEREAS a selection committee studied all the applications and produced a report containing recommendations for appointment to the committee;

It is proposed by Councillor Gilles Saulnier

IT IS RESOLVED:

TO APPOINT Mrs. Christiane Langevin as a member for a term of two (2) years.

27.01.24 TABLING – 2023 ACTIVITY REPORT FROM THE CRÉ LIAISON AGENT REGARDING TECHNICAL SUPPORT FOR LAKES

The Director general presents Council with the 2023 activity report from the CRÉ liaison agent regarding technical support for lakes.

28.01.24 TABLING – 2023 ANNUAL REPORT FROM RUISSEAU JACKSON – AIRE PROTÉGÉE INC.

The Director general presents Council with the 2023 annual report from Ruisseau Jackson – aire naturelle protégée Inc.

29.01.24 MONTHLY REPORT FROM THE DIRECTOR

The Director presents Council, who acknowledge receipt of her monthly report from the Director, Recreation, culture and community life as well as the lists of authorized expenses during the month of December 2023 as per By-law (577-2019) regarding financial administration.

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30.01.24 ADOPTION – POLICY REGARDING LIBRARY SERVICES

WHEREAS the Municipality considers it necessary to establish a policy regarding library services;

WHEREAS the draft policy submitted by the Recreation, Culture and Community Life Department;

It is proposed by Councillor Peter MacLaurin
IT IS RESOLVED:

TO ADOPT the Policy regarding the library services;

31.01.24 HIRING OF A TRAIL MAINTENANCE ATTENDANT

WHEREAS the Municipality's 2024 budget;

WHEREAS the hiring of temporary seasonal employees is necessary for the operations of the recreational and cross-country ski trails;

WHEREAS the recommendation of the Director of Recreation, culture and community life and the Director General for the purpose of hiring an attendant for the maintenance of trails, for a seasonal, part-time and temporary position;

CONSIDERING the Remuneration policy for the employees of the Recreation, culture and community life department;

It is proposed by Councillor Leigh MacLeod
IT IS RESOLVED :

THAT the preamble be an integral part of the present document.

TO RATIFY the hiring of the following person as a recreational trail maintenance attendant for the duration of the 2023-2024 season in accordance with the terms of the Remuneration policy for the employees of the Recreation, culture and community life department;

Trail maintenance attendant	Echelon	Start date
Serge Demers	11	December 24th, 2023

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**32.01.24 RENEWAL OF THE INTERMUNICIPAL AGREEMENT WITH
THE MUNICIPALITY OF PIEDMONT REGARDING THE
« CAMPUCES » SUMMER DAY CAMP**

WHEREAS THAT since 2015, the Municipality's Recreation, culture and community life department has been offering a summer day camp to resident children by way of an intermunicipal agreement with the Municipality of Piedmont as per the CAMPUCES program which it managed;

WHEREAS THAT this agreement will expire on March 16th, 2024;

CONSIDERING THAT this program has been successful and deemed a major success;

CONSIDERING THAT the majority of children registered in the day camp come from the Municipality of Morin-Heights, more specifically, a proportion of close to 67%;

CONSIDERING Articles 569 and following of the Municipal Code which regulate the conclusion, the contents and the adoption of the intermunicipal agreements;

It is proposed by Councillor Peter MacLaurin

IT IS RESOLVED :

THAT the preamble form an integral part hereof;

TO APPROVE the renewal, as per the terms and for a period of three (3) years, the intermunicipal agreement with the Municipality of Piedmont regarding the summer day camp as submitted and recommended by the Director general;

TO AUTHORIZE the Mayor and the Director general and they are hereby authorized to sign said agreement for and in the Municipality's name;

QUESTION PERIOD

Council answers questions posed by the public.

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33.01.24 END OF THE MEETING

The agenda having been completed, it is proposed by Councillor Claude P. Lemire that the meeting end at 20:20.

*I have approved each and every
resolution in these minutes*

Tim Watchorn
Mayor

Hugo Lépine
Director general /
Registrar-treasurer

Thirteen people attended the meeting.